

MANAGEMENT MEETING - OD CAREER SERVICE

7 December 1956

The monthly meeting of the FDD management and career planning panel with all members present was held at the Bagnall residence.




1. CAREER SERVICE

A. The following persons were recommended and approved for promotions:

25X1A (1)  GS-7 to GS-9 BF  
GS-5 to GS-6 BA  
GS-9 to GS-11 BF  
GS-9 to GS-11 BW  
GS-5 to GS-7 BF  
GS-9 to GS-11 BS  
GS-5 to GS-7 BU  
GS-11 to GS-12 BE  
GS-5 to GS-7 BU  
GS-9 to GS-11 BU

(2) Since the November meeting the following clerical persons were recommended and promoted:

25X1A  GS-4 to GS-5 BR  
GS-4 to GS-5 BR  
GS-4 to GS-5 BR

25X1A B.  made the point that in cases where no promotion is possible for some deserving individuals a title change might be considered for morale purposes quarterly to be used in the FDD personnel assignment notice. A committee of two consisting of  and  were appointed to determine whether more enhancing titles could be used for clerical personnel of the division.

25X1A

C. The procedure for introducing new FDD employees in the division was discussed. SOP for introducing new employees is that the Adm Office will brief the new employee, introduce the employee to the Chief and Deputy Chief of the Division and to the Branch Chief to which the employee is assigned. It will then be that Branch Chief's responsibility to arrange the introducing of the new employee to the Branch personnel and the chiefs of the other branches of the division.

D. Training

(1) Mr. Bagnall reminded the panel members that he expects the external training requests to be submitted by the branch chiefs by 18 December to avoid the last minute rush such as we had in June.

25X1A

(2) [REDACTED] mentioned that he is planning to schedule three of his personnel to study Russian so that his branch can handle the Russian material pertaining to his area. The question of organizing a Sino-Soviet Staff was raised but considered to be premature at this time.

2. MANAGEMENT

A. The question of the FDD grade structure being apparently too low in comparison to the rest of the DD/I as evidenced by the vacancy notices was raised. Mr. Bagnall appointed [REDACTED] to make a statistical and cost study on the structure to determine whether any reclassification action is necessary at this time.

25X1A

B. Mr. Bagnall presented a management case study that was given in the course at the [REDACTED]. This case was discussed at some length with the members rendering different opinions. Mr. Bagnall plans to read more of these at future meetings and invited the branch chiefs to submit actual cases to the panel for review and discussion.

25X1A

C. Mr. Bagnall requested that the Secretary of the Board distribute the agenda for the following meetings by the Thursday before the meetings. All members were invited to submit topics for the agenda to the Secretary.

*ms*

25X1A

[REDACTED]  
Secretary

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